



STATE
OF
GEORGIA

1593-02
9
Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

PAGE
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1. Application Date 6/20/75		INSTRUCTIONS See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received Application No. Date Completed JUN 24 1975 75-170 JUL 22 1975	
2. Agency Application No. 75-1				4. Person to Contact ROBERT H. SHELL	
3. AGENCY, Division, Subdivision & Administering Office Address LAW DEPARTMENT 132 STATE JUDICIAL BUILDING ATLANTA, GEORGIA 30334		5. Working Title OFFICE MANAGER		6. Tel. No. 656-3328	
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1974-present		9. Exact Series Title ATTORNEY GENERAL INVESTIGATIVE FILES (AGENCY-WIDE STANDARD)			
10. What is the function of the office in which this record series is created? THE DEPARTMENT OF LAW PROVIDES LEGAL SERVICES TO STATE AGENCIES. THE ATTORNEY GENERAL, HEAD OF THE DEPARTMENT OF LAW, IS AUTHORIZED BY LAW TO INVESTIGATE THE AFFAIRS OF DEPARTMENTS OR AGENCIES OF THE STATE AND, WHEN DIRECTED BY THE GOVERNOR, TO INVESTIGATE THE OFFICIAL CONDUCT OF ANY PERSON, FIRM, OR CORPORATION DEALING WITH THE STATE. GA. LAWS 1943 PP 284, 287.					
11. This file contains the following documents. (include form numbers and titles, if any, and file arrangement). Documents relating to maintaining records of investigations conducted at the request of the Governor. Included are affidavits, depositions, transcripts, findings of the investigation, in some cases recommendations for further action, and related documents. Files are arranged alphabetically by individual or subject.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				12 - 10	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
Records Boxes			2	In Office(s) In Storage Area(s)	
				This Year's Last Year's Preceding Year's All Prior Years'	
				AVERAGE DAILY REFERENCES	
				0 0 0 0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES * NO

13. Is this the Record Copy of the series? ☒ [] []
14. Is there a duplication of this series in another office or agency? [] ☒ []
15. Is the information contained in this series ever summarized or published? [] ☒ []
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [] []
17. Does the series initiate, amend or terminate agency policies and procedures? [] ☒ []
18. Could the function be performed if the files were lost or destroyed? ☒ [] []
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] ☒ []
20. Does the record series provide data as input to an EDP file? [] ☒ []
21. Does the record series contain documentation produced as EDP printout? [] ☒ []
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] ☒ []
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [] []

HISTORICAL

24. REQUIREMENTS. The following requires the files to be kept 10 years:

- a. ☐ STATE LAW b. ☐ STATUTE OF LIMITATION c. ☐ AUDIT PERIOD d. ☐ FEDERAL LAW e. ☒ ADMINISTRATIVE DECISION f. ☐ HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

Administrative reference value ceases after 10 years; however, the State Archives has determined that the series has permanent historical value

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - ☐ CALENDAR YEAR - ☐ FISCAL YEAR - ☒ OTHER _____, then:

- ☐ Hold in the current files area _____ month(s)/_____ year(s):
☐ Transfer to ☐ State Records Center ☐ Local Holding Area; hold _____ year(s):
☐ Destroy.
☐ Transfer to State Archives for permanent retention.
☐ Destroy immediately after cut-off.
☒ Other: (Specify)

✓ Cut off file when case is closed; hold in current files area 2 months; then transfer to State Archives for permanent retention.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)		Date	OTHER REQUIRED SIGNATURES		DATE
Robert S. Stubb II		6/20/75	Robert S. Stubb II		6/20/75
26. Recommendations in paragraph 25 are:		Agency Head/Designee	William H. Dyer		7-17-75
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved	Carroll Hart		7-15-75
		State Auditor/Designee	Robert S. Stubb II		6/24/75
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
		Secretary of State/Designee			
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			
		Attorney General/Designee			
		<input checked="" type="checkbox"/> Approved <input type="checkbox"/> Disapproved			

STATE RECORDS
COMMITTEE